

TO: Town Plan Commission/Town Board
FROM: Lisa Potswald
RE: Monthly Report
DATE: January 1, 2016 through January 31, 2016
 Prepared on December 30, 2015

I. Permit Applications Approved and Issued:

None.

II. Certified Survey Maps

None.

III. Permit Applications in Progress:

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	STATUS
Maciejewski	Not yet	1590 North Shore	Addition	C	Need application and check
Pugliese, Nicole	Not yet	2800 North Shore	Accessory	C	Waiting for permit application
Lemke	10/16/13	Miller Farm Road	Driveway, fire number	T	Wetland Protection Overlay District; reviewed siting with DNR on 5/29/14; wetland delineation required
Slater/McCue	1/20/11	1268 Big Bay Road		C	Waiting for shoreland restoration plan per DNR requirements. Has to apply for all new permits
LaDuke, Winona	4/28/12 (incomplete)	Middle Road	Land Disturbing Activity, Accessory (x2), Long Term Camping Unit	T	Permits for driveway received 12/15
Bergeon, Susan	6/14/2013	2635 Big Bay Road	Principle, sanitary Special use	C	Waiting for sanitary application
Stern	9/4/14	4327 Chippewa	Principle, Sanitary	C	Waiting for application/fees
Hartzell, Bob	Not yet	Hartzell Subdivision	Accessory structure	T	Install prefab building to cover well

IV. Permit Applications Denied/Revoked:

None.

V. Violations

None.

VI. Fire Numbers Issued

None. I have the fire number maps and we will get to that project as soon as we can.

VII. Correspondences: Letters/MEMO to

TO	DATE	PROPERTY	REGARDING
Michael Hoffman	1/26/16	Big Bay Road	Inquiry about process to divide property

VIII. Complaints Received About

None

IX. Public Information Requests

None.

X. Revenue and Expenditures for the Previous Month

	Jan 2016	%	Feb 2016	%	Mar 2016	%	Apr 2016	%	May 2016	%	June 2016	%	2016 BUDGET
Expenditures													\$46,354
Revenue: Building permits													\$4,000
Revenue: Zoning permits													\$13,000
REVENUE TOTAL													\$17,000

XI. New Business

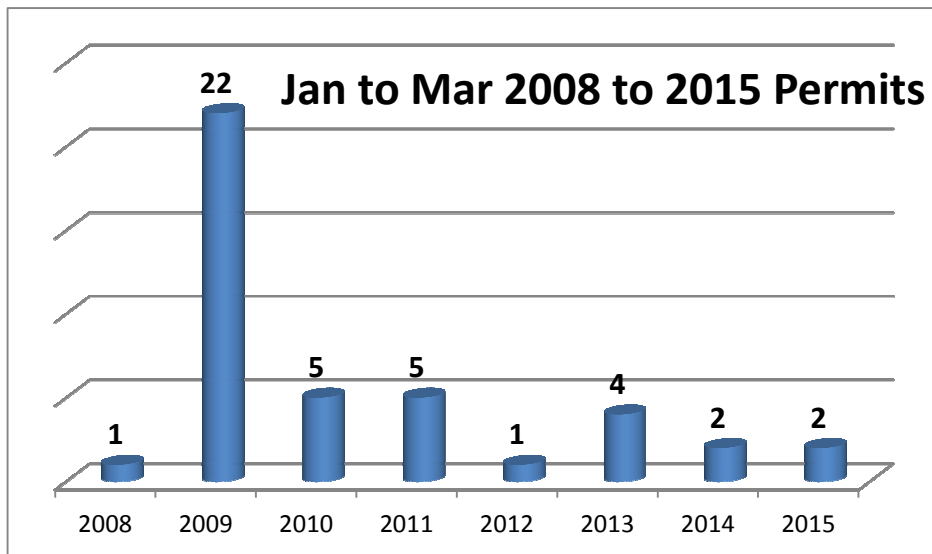
None.

XII. Old Business

Planning and Zoning Department priorities for the next month:

- Work with property owners and agents on projects and issue permits.
- Fire number project
- Develop filing system for contracts and grants
- Clean Town Hall Basement
- Clean and organize ordinance files by year
- NR 115 changes to Zoning Ordinance
- Develop ordinances as prioritized by the Town Administrator:
 - Roads to come
 - Driveways to come

XIII. STATISTICS



The chart at the left shows the number of permits issued in the first quarter (Jan – Mar) since 2008. The average number of permits issued in the first quarter since 2008 is 3; however there was clearly a large number of permits in 2009.

This includes both county and town permits.